

**GENERAL ORDER 5.10****ISSUED:** October 8, 2012**REVISED:** March 21, 2016**EFFECTIVE:** April 4, 2016

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**AUTOMATIC LICENSE PLATE RECOGNITION**

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**Standards:** 41.3.9a, 41.3.9b, 41.3.9c, 41.3.9d**5.10.01 PURPOSE.**

The purpose of this order is to outline the appropriate applications and restrictions regarding the use of license plate recognition equipment within the Department.

**5.10.02 POLICY.**

It shall be the policy of the Department to only use license plate recognition equipment as directed by departmental policy and state and federal law. Equipment will only be utilized by personnel trained in its use and in applications acceptable by the Department.

**5.10.03 DEFINITIONS.**

**AUTOMATED LICENSE PLATE RECOGNITION VEHICLE (ALPR)** – The ALPR system enables officers driving the ALPR equipped vehicle to scan, record and check license plates against a number of databases. These databases include, but are not limited to the following:

1. NCIC Stolen Vehicle List (published daily by the Texas Department of Public Safety)
2. City of Frisco Active Warrants List
3. Registered Sex Offender Vehicle List
4. Manually entered local data/hotlists

**5.10.04 PROCEDURES. [41.3.9a]****A. GENERAL STATEMENTS**

1. When assigned to a vehicle equipped with license plate recognition equipment, officers shall ensure that the equipment is turned on during their entire tour of duty.
2. Officers will receive specialized training before they can be assigned to an ALPR equipped patrol vehicle. Training is provided by the Department. [41.3.9c]
3. ALPR equipped vehicle(s) will be assigned to the Patrol Division, but will be accessible for use by other divisions.

**B. EQUIPMENT**

1. ALPR Component Maintenance

- a. All equipment malfunctions will be immediately reported to a Supervisor who will perform or authorize the appropriate diagnostics testing with assistance from the vendor.
- b. The vendor will be contacted concerning problems that cannot be corrected within the Department.

C. FIELD PROCEDURES

1. Data contained in ALPR system
  - a. NCIC/TCIC and Frisco Warrant information is updated automatically daily.
  - b. If local data is entered into the system, it shall be removed when the data is no longer current. The Criminal Investigations Division will be responsible for the information entered in a local hotlist.
  - c. Officers should remember that a license plate number does not identify a specific person; rather it simply identifies a specific vehicle. Although a license plate number may be linked or otherwise associated with an identifiable person, this potential is only realized through a distinct, separate step (e.g., an inquiry into the Department of Motor Vehicles data system). Absent this extra step, the license plate number and the date, time, and location data attached to it are not personally identifying. Thus, even though LPR systems automate the collection of license plate numbers, it is the investigative process that identifies individuals.
2. Stolen Hit
  - a. When a "stolen vehicle" hit is obtained by ALPR, the officer will contact Dispatch to manually verify the hit prior to taking any enforcement action.
  - b. Upon receiving a "stolen vehicle" hit from Dispatch, officers should broadcast that they are following a stolen vehicle, and should continue to follow the vehicle until additional units arrive, then initiate a High Risk traffic stop once dispatch has confirmed the vehicle is stolen.

**NOTE:** It is very important that the officer verify that the vehicle shows to be stolen. This will help ensure that the vehicle was not recovered from a previous theft, but not removed from NCIC/TCIC.
3. Initial Notifications
  - a. Dispatch Personnel will:
    - 1) Dispatch additional units to assist prior to a High Risk traffic stop being initiated;
    - 2) Notify a patrol supervisor to respond to the area of the stop if a High Risk traffic stop is initiated;
    - 3) Verify stolen with the originating agency. When practical this should be done prior to stopping the vehicle;
    - 4) Notify other jurisdictions if the following units leave the City of Frisco and enter their area of responsibility, if requested by the officer or supervisor.

- b. Patrol Personnel will:
  - Keep Communications apprised of their location and the need for additional field units.
- 4. Vehicle Recovery
  - a. Dispatch Personnel will:
    - 1) Notify NCIC/TCIC of the recovery of the stolen vehicle as soon as it is confirmed by officers;
    - 2) Ensure other responding units are aware of the recovery.
  - b. Patrol Personnel
    - Should consider ALPR information related to a plate as a potential high risk arrest situation and adhere to all departmental directives and procedures to help ensure safety.
  - c. Pursuit Situations
    - If a pursuit occurs, officers will follow current departmental directives regarding local and inter-jurisdictional pursuits.

D. ADMINISTRATIVE AND SUPERVISORY RESPONSIBILITIES

- 1. Field Supervisory Personnel
  - a. Ensure that ALPR vehicles are deployed on each patrol watch unless the systems are inoperable.
  - b. Dispatch shall be responsible for ensuring that the TCIC/NCIC entry is cleared prior to release of the vehicle to the owner.
  - c. A member of the Criminal Investigations Division shall be responsible for any hold placed on a recovered stolen vehicle.

E. DATA COLLECTION AND RETENTION [41.3.9b; 41.3.9d]

- 1. All ALPR data recorded should be maintained and stored for no longer than five years.
  - a. Data must be purged once the maximum retention period of 5 years has been reached unless it has become or is reasonable to believe it will become evidence in a specific criminal investigation.
  - b. In these cases the applicable data shall be downloaded from the server and stored and handled in a manner that follows evidence and chain of custody procedures.
- 2. All ALPR data shall only be accessible to those authorized members through a specific username and password.
  - a. Persons who access the ALPR data shall only access the data pursuant to a specific criminal investigation.

- b. Data gathered by the ALPR system is for the exclusive use of Law Enforcement in the discharge of their duties and shall not be made available to the public.

## **5.10.05                    PRIOR ORDERS.**

From and after the effective date of issuance of this order, it shall be in full force and effect and shall govern the operations of this department with regard to its subject matter. Former general orders, policies, directives, and memoranda regarding this subject matter are hereby specifically revoked and it shall be of no force and effect from and after the date of issuance of this order.

John W. Bruce 3/21/16  
John W. Bruce Date  
Chief of Police